Introduction

Course Goals

The goals for this course are for you to:

- Become familiar with accounting events represented in the expenditure process
- Become familiar with document processing and table inquiries related to SAM II payment vouchers
- Learn to process, modify and cancel various payment voucher documents payable documents

Sign-on ID's

A generic user ID will be used in this course to sign on to the training application. The generic user IDs are to be used in the training region only. You will use your own user ID in Production.

Data Cards

On each of the terminals, you will find a data card. The information on the data card will be used for some of the hands-on exercises in the class. When completing exercises, this information will be used in place of the *Provided by Instructor* literal. This information will be used for training purposes only.

Payment Voucher Processing Overview

Topic Objectives

After completing this topic, you will:

- Understand the basic purchasing process and lifecycle as it relates to SAMII.

Payment Processes

This course is divided into seven sections. The first section covers payment voucher reference tables. The second section covers the payment voucher documents in SAMII. The third section covers payment voucher inquiry tables. The fourth section covers check processing. The fifth section covers cash disbursement. The sixth section covers check cancellation. The final section covers payment voucher modifications and cancellations.

Payment Voucher Reference Tables

Topic Objectives

After completing this topic, you will be able to:

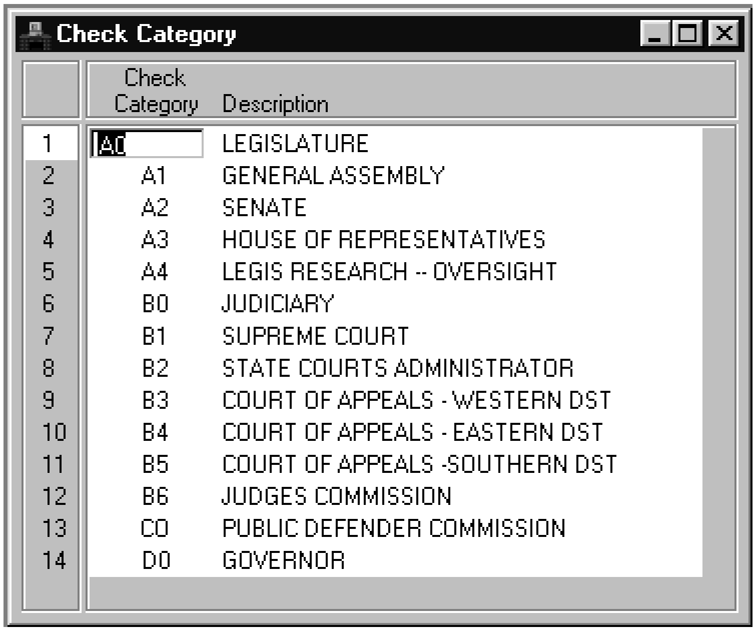
- List the reference tables used to validate payment voucher documents
- List special handling options that can be designated for payments
- View the reference tables

Topic Overview

This topic introduces you to the following reference tables:

- Check Category (CCAT)
- Discount Type (DISC)
- Payment Voucher Schedule (SCHD)
- Vendor (VEN2) (VEN3)

Check Category (CCAT)



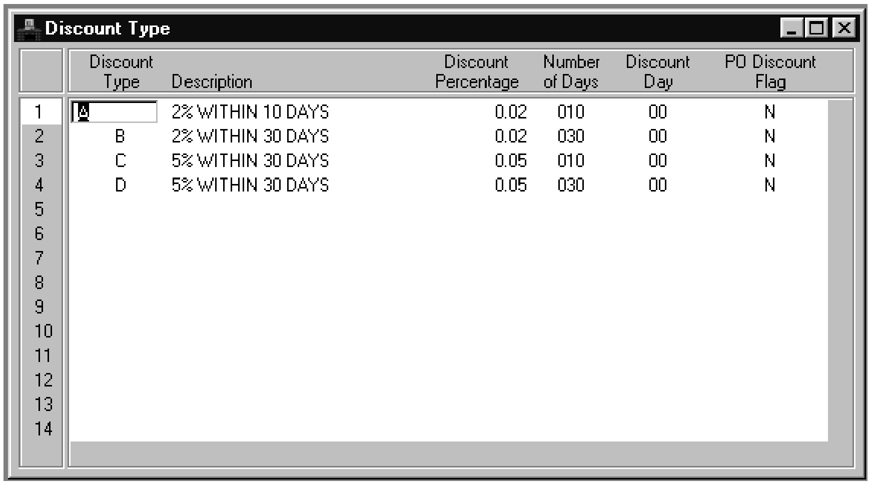
	Check Category	Description
1	A0	LEGISLATURE
2	A1	GENERAL ASSEMBLY
3	A2	SENATE
4	A3	HOUSE OF REPRESENTATIVES
5	A4	LEGIS RESEARCH -- OVERSIGHT
6	B0	JUDICIARY
7	B1	SUPREME COURT
8	B2	STATE COURTS ADMINISTRATOR
9	B3	COURT OF APPEALS - WESTERN DST
10	B4	COURT OF APPEALS - EASTERN DST
11	B5	COURT OF APPEALS -SOUTHERN DST
12	B6	JUDGES COMMISSION
13	C0	PUBLIC DEFENDER COMMISSION
14	D0	GOVERNOR

The Check Category (CCAT) table is used to identify the location for check disbursement. When the check category field on payment vouchers is blank, the system defaults to mail the check directly to the vendor. When a category is entered, the system recognizes that the check will be sent directly to the agency.

The first letter for check category code will be the agency identifier which is assigned by OA Accounting and can be found in the Chart of Accounts guide.

To request a new check category, contact OA Accounting. After approval, OA Accounting will update the table and notify the agency of the new check category code.

Discount Type (DISC)

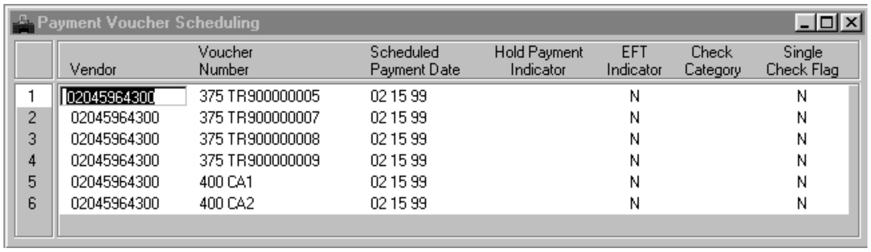


	Discount Type	Description	Discount Percentage	Number of Days	Discount Day	PO Discount Flag
1	A	2% WITHIN 10 DAYS	0.02	010	00	N
2	B	2% WITHIN 30 DAYS	0.02	030	00	N
3	C	5% WITHIN 30 DAYS	0.05	010	00	N
4	D	5% WITHIN 30 DAYS	0.05	030	00	N
5						
6						
7						
8						
9						
10						
11						
12						
13						
14						

The Discount Type (DISC) table defines two types of discounts available, vendor discounts and purchase order discounts. Since purchase discounts will be included in the purchase order total, the *Discount Day* and *PO Discount Flag* fields will not be used. The valid fields on this table include *Discount Percentage and Number of Days*, which identifies the maximum number of days allowed to make payment and still have the discount applied. The system's payment disbursement process uses these values in validating a discount. The discount is valid if the number of days between the payment voucher date and the check date or Electronic Funds Transfer (EFT) date is not greater than the number of days the vendor has allowed for the State to receive the discount. The system then calculates this discount based on the total dollar amount of each accounting line on the payment voucher.

The discount type is coded when entering a vendor invoice or payment voucher. If the discount type offered on the vendor invoice does not exist on the DISC table, call OA Accounting with the discount information. OA Accounting will establish the new code and maintain the DISC table.

Payment Voucher Scheduling (SCHD)



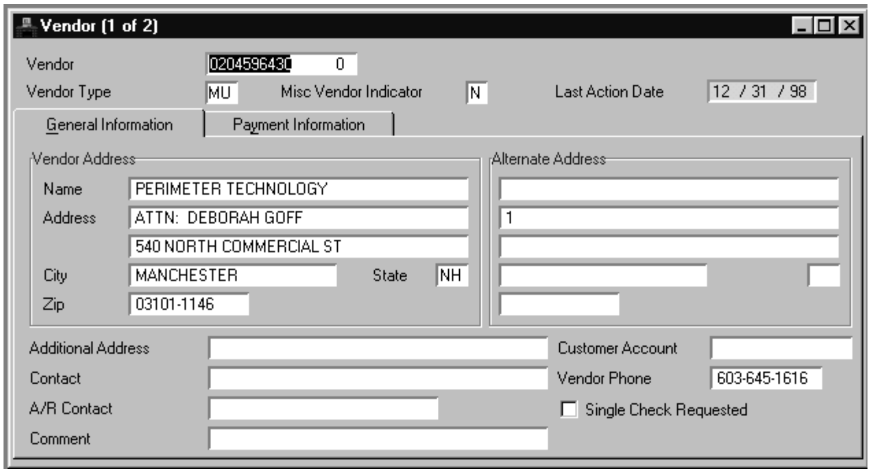
	Vendor	Voucher Number	Scheduled Payment Date	Hold Payment Indicator	EFT Indicator	Check Category	Single Check Flag
1	02045964300	375 TR900000005	02 15 99		N		N
2	02045964300	375 TR900000007	02 15 99		N		N
3	02045964300	375 TR900000008	02 15 99		N		N
4	02045964300	375 TR900000009	02 15 99		N		N
5	02045964300	400 CA1	02 15 99		N		N
6	02045964300	400 CA2	02 15 99		N		N

The Payment Voucher Scheduling (SCHD) table is used in the automated check disbursement process. It allows OA Accounting to change the scheduled payment date of vouchers on Open Payment Voucher Header Inquiry (OPVH) upon request by the agency. It also permits OA Accounting to put vouchers on hold, preventing the voucher from being paid regardless of what the scheduled payment date is. OA Accounting can also use this window to:

- Remove the hold status,
- Attach, remove or change a check category,
- Flag or remove a flag for a single check, and
- Change the scheduled payment date.

To request a change in the scheduled payment date on the Payment Voucher Scheduling (SCHD) table, call OA Accounting Data Control with the payment voucher document number and correct payment date.

Vendor (VEN2)



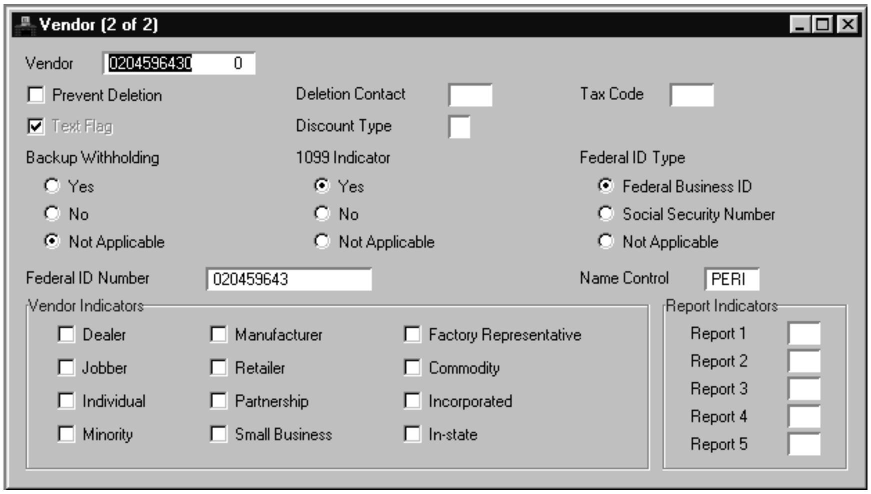
Vendor 0204596430 0
Vendor Type MU
Misc Vendor Indicator N
Last Action Date 12 / 31 / 98

Vendor Address
Name PERIMETER TECHNOLOGY
Address ATTN: DEBORAH GOFF
540 NORTH COMMERCIAL ST
City MANCHESTER
State NH
Zip 03101-1146

Alternate Address
1

Additional Address
Contact
A/R Contact
Comment
Customer Account
Vendor Phone 603-645-1616
☐ Single Check Requested

Vendor (VEN3)



Vendor 0204596430 0
☐ Prevent Deletion
☑ Text Flag
Deletion Contact
Discount Type
Tax Code

Backup Withholding
○ Yes
○ No
● Not Applicable

1099 Indicator
● Yes
○ No
○ Not Applicable

Federal ID Type
● Federal Business ID
○ Social Security Number
○ Not Applicable

Federal ID Number 020459643
Name Control PERI

Vendor Indicators
☐ Dealer
☐ Jobber
☐ Individual
☐ Minority
☐ Manufacturer
☐ Retailer
☐ Partnership
☐ Small Business
☐ Factory Representative
☐ Commodity
☐ Incorporated
☐ In-state

Report Indicators
Report 1
Report 2
Report 3
Report 4
Report 5

These tables, called the Vendor tables, are used to define values for vendors, organizations, or individuals you will be doing business with. A vendor code is required on all payment and purchasing transactions, except the Requisition document. The Vendor tables (VEN2 and VEN3) include complete vendor names and addresses. The *Additional Address* field on the VEN2 table will be used to capture vendor e-mail addresses. The Vendor tables include a last action date field in addition to calendar and fiscal year-to-date amount fields, updated at the time the disbursement is recorded against the vendor. The Vendor table also includes a minority business indicator, 1099 indicator and other identifiers to flag vendors in various categories.

The vendor code is a ten-digit number plus an eleventh number for the alternate address indicator. The first nine digits will be the Social Security Number or Federal Identification Number. Alternate address indicators will be used to identify multiple addresses for the same vendor. Each primary (initial) vendor code will have ‘0’ as the alternate address indicator. OA Accounting will assign sequential numbers for each subsequent alternate address, using 1-9 first. If there are more than 10 addresses for a vendor, alpha characters will then be assigned in sequence (A-Z). If there are more than 36 addresses for a vendor, the tenth digit of the vendor code will be incremented by one and the alternate address field incremented sequentially by one again.

For example, if a vendor’s TIN is 42-1234567 the first or primary vendor code will be established as **4212345670-0**. If an 11th alternate address is needed, the vendor code would be **4212345670-A**. If a 37th alternate address is needed, the vendor code would be **4212345671-0**.

To add a vendor or change vendor information, complete the information on the VEN2 and VEN3 tables and route it to OA Accounting using ad hoc WORKFLOW routing. OA Accounting will review and approve the request, then will assign a vendor code. Miscellaneous codes can be requested through OA Accounting also, but a memo describing the need for the miscellaneous code must be included with the request.

The following SAM II windows will be helpful in accessing vendor information:

- Vendor Index (VEND)
- Vendor Name Inquiry (VNAM)

Payment Voucher Documents

Topic Objectives

After completing this topic, you will:

- Understand the key concepts that apply to all SAMII payment vouchers.
- Understand the uses of and process the SAMII Automated Voucher document (PVA).
- Understand the uses of and process the SAMII Vendor Payment document (P1).
- Understand the uses of and process the SAMII Quick Payment Voucher document (PVQ).
- Understand the uses of and process the SAMII Special Payment Voucher document (PVS).
- Understand the uses of and process the Multi-Payee Payment Voucher document (PVV).
- Understand the uses of and process the Multiple Vendor Payment Voucher document (MP).
- Understand the uses of and process the Recurring Payment Voucher document (REPV).
- Reference a purchase order when requesting a payment for encumbered goods or services.

Payment Voucher Concepts

Expenditure Overview

The SAM II accounts payable/expenditure process allows you to enter documents to request payment for goods or services. These documents include vendor invoices, payment vouchers and manual warrants. A vendor invoice document records the vendor request for payment. Payment vouchers record a request for payment either by check or electronic funds transfer. Manual warrants record a request for immediate payment. Throughout the payment process you can reference payment documents to previously entered purchase order documents, which will infer the accounting and commodity data, saving the user from needing to re-enter the data.

Payment Vouchers authorize the issuance of checks and electronic funds transfers and may be used to select the same special processing options that are available on the vendor invoice document. The amount of the payment, accounting distribution, and whether the purchase was encumbered or not determines which payment document should be used to request payment. Certain payments may be automatically generated using the three-way match process and others may require manual entry of a payment document.

Once a payment document is accepted, a cash disbursement representing the liquidation of a liability is done—the final event in the expenditure process.

Payment Matching Feature

Three-way match is a payment matching feature that may automatically generate payment vouchers, provided that SAM II has accepted the correct combination of referencing purchase order, receiver, and vendor invoice documents.

Three-way match requirements are defined by commodity. The requirements will be established for each commodity code on the Commodity (COMT) table. OA Accounting and DPMM will define which commodities require a receiver and/or a vendor invoice document. Most commodities will be assigned a three-way match requirement of the Purchase Order, Receiver, and Vendor Invoice. In some cases, commodities may not have matching requirements.

Three-Way Match

Purchase Order

Purchase Orders are used to procure goods and/or services from an outside vendor. A purchase order represents a formal commitment to purchase specific supplies. SAM II provides several documents to record various types of purchase order transactions. These transactions are posted as an *encumbrance* to record the obligation prior to the receipt of goods or services rendered.

Note: Accounting-commodity linking must be "On" at the purchase order level to automatically generate a payment voucher.

Receiver

Receiver documents are used to record the receipt of goods or services (commodities) against specific order commodity lines. In addition to recording the quantity of goods delivered, the receiver document computes the dollar value of the goods received by multiplying quantity received by ordered unit amount. This process facilitates the three-way match comparison. Receiver documents must reference a purchase order. Receiver documents have no accounting effects.

Vendor Invoice

Vendor Invoice documents acknowledge the receipt of the vendor's request for payment, including method of payment, single or combined check payment, or check distribution. It also verifies the items, units, and costs billed by the vendor. A commodity code must be entered on the vendor invoice. The vendor invoice must reference a purchase order to permit the three-way match. Vendor invoices have no accounting effects.

Automated Payment Generation

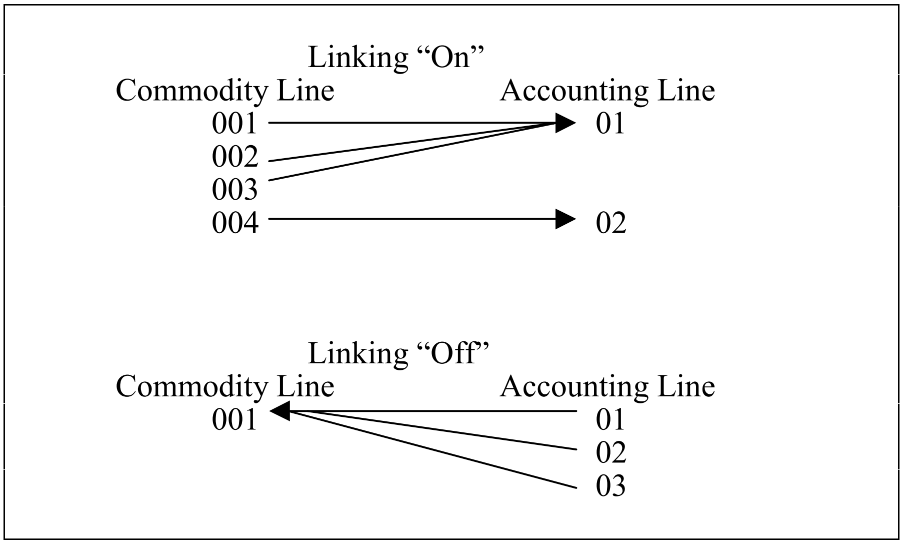
SAM II generates an Automated Payment Voucher (PVA) provided that the correct combination of the corresponding purchase order, receiver, and vendor invoice documents are accepted in the system. Since the purchase order is automatically referenced, the encumbrance will reverse and be recorded as an expenditure.

Automated payment vouchers will be created using the least quantity (or lowest total dollar amount for service contracts) out of the ordered, received, and invoiced amounts, minus the quantity previously paid. The unit cost per quantity paid will be the unit cost used on the vendor invoice. **Note:** If the unit cost entered on the vendor invoice is greater than the unit cost on the purchase order, you will receive an overrideable error message.

Linking

SAM II has a linking feature which allows users to link commodity lines to accounting lines from purchase order documents. Linking is used to specify the accounting distribution used to pay for each commodity. The accounting line referenced on the commodity line must be valid on the *Accounting Details* section of the purchasing document. Linking can be used to define both one-to-one and one-to-many relationship between accounting lines and commodity lines.

An Automated Payment Voucher (PVA) will be generated when there is a one-to-one relationship between accounting and commodity lines. If you wish to distribute the cost of one commodity line over multiple accounting lines, linking must be turned "Off" and a manual payment voucher must be entered.



**Encumbered vs. Unencumbered Purchases*

There are two types of purchases processed in the SAM II system: encumbered purchases and unencumbered purchases. Encumbered purchases encumber (reserve) funds to be used for a specific purchase. When money is encumbered, that money is reserved for payment against a particular purchase order. Unencumbered purchases do not reserve funds in advance of the payment. The State of Missouri requires any purchase over $3000 to be encumbered.

Payment Options

SAM II offers various payment options which can be specified on payment voucher documents.

Check Category

Is used to identify the location for check disbursement. When the check category field is blank, the system defaults to mail the check directly to the vendor by the State Treasurer's Office. When a check category is entered, the check will be sent directly to the agency listed in the check category field.

Single Check Indicator
Designates if a separate check shold be printed for this specific payment voucher, or if the system should combine the voucher's amount together with other vouchers for the same vendor and check category into one check. This option will override the Single check setting on the VEN2 table for this specific transaction.

Electronic Funds Transfer
If a vendor has requested a check instead of an EFT for a particular payment transaction, the agency can set the EFT indicator on the payment voucher to override, but not change the vendor's EFT status on the VEN2 table. This override will only apply to the specific transaction.

Scheduled Payment Date
A payment date can be specified in the Scheduled Pay Date field on a payment voucher. If a date is not specified here, the payment date will either be the value entered in the Scheduled Payment Day field specified on VEN2 or the SCHD table, or the current system date. Checks will be dated two working days after the payment date.

Fixed Asset Indicator
Indicates whether the item purchased is a fixed asset. When payming for fixed assets, the Fixed Asset field on payment vouchers should be selected to create either one or multiple Fixed Asset Acquisition (FA) document shells. Upon the system's acceptance of the payment voucher, one or multiple FA document shells will be automatically created. The FA shell document number can be found on the Generated FA Transaction Inquiry (FAPV) table.

SAMII Payment Voucher Types

SAMII provides several documents to record various types of payment voucher transactions. The amount of the payment, the accounting distribution, and whether the purchase was encumbered or not, determines how you request your payment.

A summary of the characteristics and uses of each of the SAM II payment documents is provided on the following pages. We will discuss each of these documents in detail and perform step-by-step practices for each document.

Automated Payment Voucher (PVA)

- System generated payment voucher created by the three-way match process, provided there is a one-to-one relationship between a commodity line and accounting line, and linking is "On." Valid document combinations are:

  Purchase Order, Receiver, Vendor Invoice

  Purchase Order and Vendor Invoice*
  Note: A receiver document must be entered for this combination

- Created using the least quantity or lowest total dollar amount out of ordered, received, and invoiced amount, minus the quantity previously paid, if any

- Vendor discounts, if any, are included in the payment

- May be generated as a single check payment or a combined payments to the vendor

Dr		Expenditure/Expense	
	Cr		Voucher payable
Dr		Reserve for encumbrance	
	Cr		Encumbrance

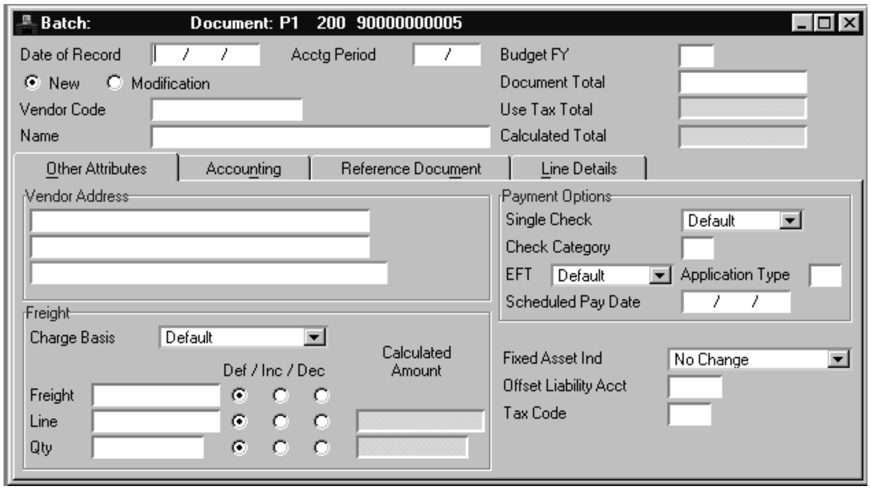
Vendor Payment Voucher (P1)

- Used to pay for Encumbered Purchases where the matching criteria is met and linking is off, or for purchases where the commodity code does not allow the three-way match process
- Used to pay for Encumbered Purchases with more than one accounting line per commodity line
- The appropriate Purchase Order, Receiver (RC), and Vendor Invoice (VIQ) must be accepted into the system before a P1 is processed
- Requires agency approval only, does not route to OA Compliance Audit for approval
- Should reference a purchase order, if not WORKFLOW will route P1 to OA Accounting-Data Control for correction
- The P1 records as an Expenditure

Dr	Expenditure/Expense	
Cr		Voucher payable
Dr	Reserve for encumbrance	
Cr		Encumbrance

The Vendor Payment Voucher (P1) is processed to request payment for Encumbered Purchases where the matching criteria is met and linking is off, or for purchases where the commodity code does not allow the three-way match process, or used to pay for Encumbered Purchases with more than one accounting line per commodity line.

Header and Other Attributes



Batch: Document: P1 200 90000000005

● New ○ Modification

Single Check: Default

EFT: Default

Charge Basis: Default

Freight: Def ● Inc ○ Dec ○

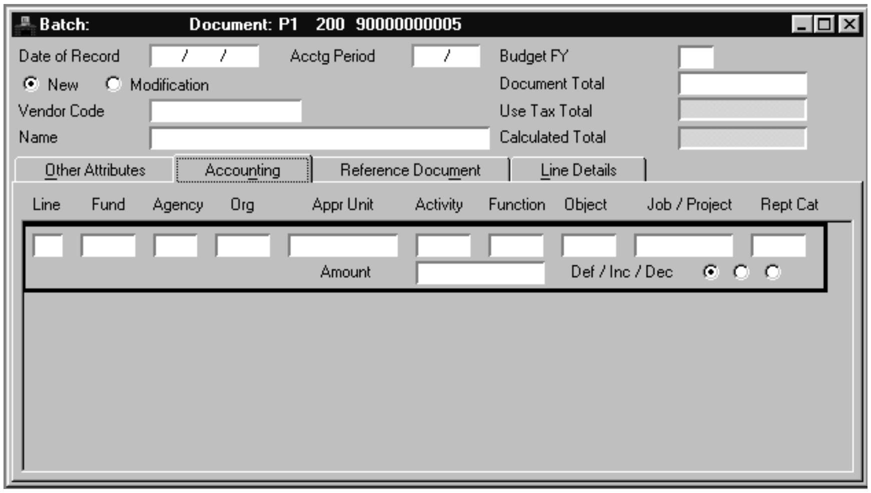
Line: Def ● Inc ○ Dec ○

Qty: Def ● Inc ○ Dec ○

Fixed Asset Ind: No Change

Date of Record
Acctg Period
Budget FY
Document Total
Vendor Code
Use Tax Total
Name
Calculated Total
Other Attributes
Accounting
Reference Document
Line Details
Vendor Address
Payment Options
Check Category
Application Type
Scheduled Pay Date
Freight
Calculated Amount
Def / Inc / Dec
Offset Liability Acct
Tax Code

Accounting



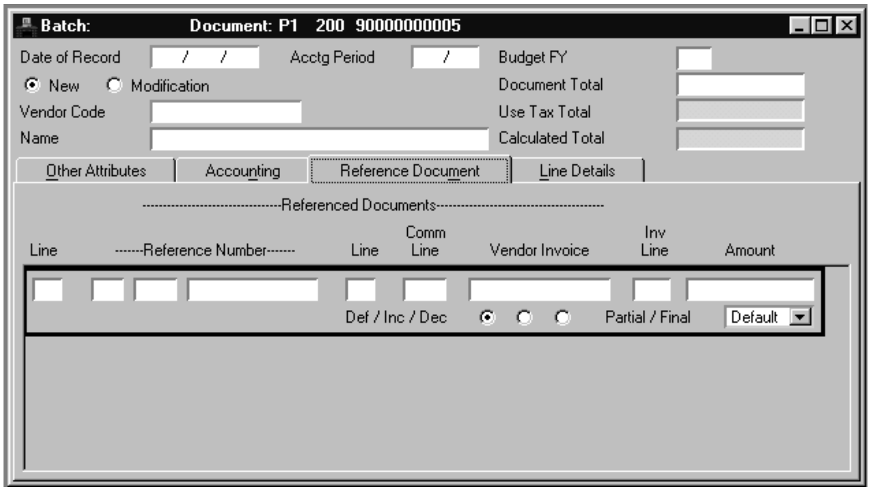
Batch: Document: P1 200 90000000005

● New ○ Modification

Def / Inc / Dec ● ○ ○

Date of Record
Acctg Period
Budget FY
Document Total
Vendor Code
Use Tax Total
Name
Calculated Total
Other Attributes
Accounting
Reference Document
Line Details
Line
Fund
Agency
Org
Appr Unit
Activity
Function
Object
Job / Project
Rept Cat
Amount

Reference Document



Batch: Document: P1 200 90000000005

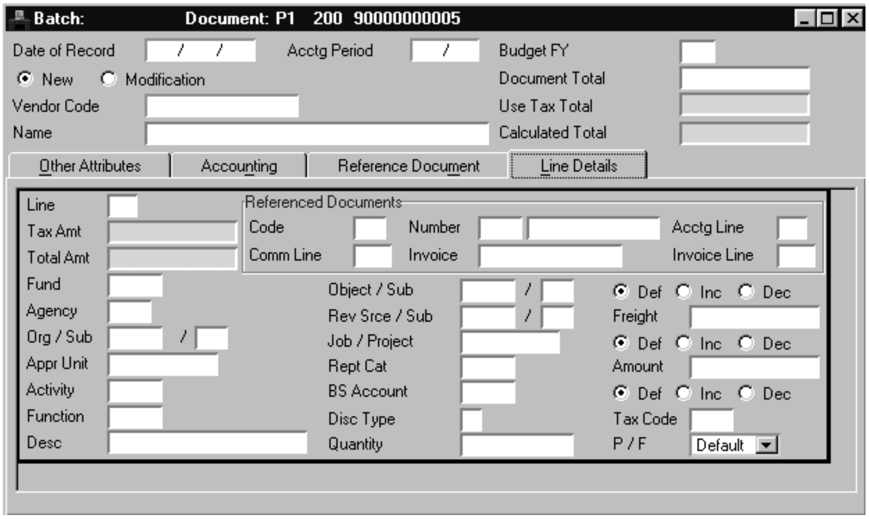
● New ○ Modification

Def / Inc / Dec ● ○ ○

Partial / Final: Default

Date of Record
Acctg Period
Budget FY
Document Total
Vendor Code
Use Tax Total
Name
Calculated Total
Other Attributes
Accounting
Reference Document
Line Details
Referenced Documents
Line
Reference Number
Line
Comm Line
Vendor Invoice
Inv Line
Amount

Line Details



Batch: Document: P1 200 90000000005

● New ○ Modification

Object / Sub: ● Def ○ Inc ○ Dec

Freight: ● Def ○ Inc ○ Dec

Amount: ● Def ○ Inc ○ Dec

P / F: Default

Date of Record
Acctg Period
Budget FY
Document Total
Vendor Code
Use Tax Total
Name
Calculated Total
Other Attributes
Accounting
Reference Document
Line Details
Line
Tax Amt
Total Amt
Referenced Documents
Code
Number
Acctg Line
Comm Line
Invoice
Invoice Line
Fund
Agency
Org / Sub
Appr Unit
Activity
Function
Desc
Object / Sub
Rev Srce / Sub
Job / Project
Rept Cat
BS Account
Disc Type
Quantity
Freight
Amount
Tax Code
P / F

Exercise 1: Processing a P1 Document

Scenario:

Your agency purchased new fans and wants to pay for them from two appropriations. Access the P1 document and complete the payment document referencing a purchase order and a vendor invoice.

Complete the following exercise:

The first few steps to create a P1are identical to those you follow to create any document:

Step 1. From the **Accounts Payable** Business Area, click on the **Payment Request** Business Function to open a P1 document.

Note: the OPVH table will automatically open.

Step 2. Click on the **P1** button at the bottom of the Business Function window. The Batch/Document entry window appears with the Vendor Payment Voucher automatically selected in the Document Type field.

Step 3. Enter agency **375** in the first section and **TRP1** in the second section of the Document ID

Step 4. Select **Automatic Document Numbering** and select **OK**

The document ID is displayed in the title bar of the window. Write the complete document ID here:

____

Step 5. Enter the following information in the header:
Document Total: ***3500.00***
Vendor Code: ***0213271450 0***

Step 6. Enter the following information in the **Other Attributes** view:

Check Category: ***Use Find Code to select Insurance***

Step 7. Click on the **Reference Document** button. The Reference Document view appears. Enter the following information on the first line:

Line: ***01***
Reference Number: ***Provided by instructor***
Line: ***01***
Comm Line: ***001***
Vendor Invoice: ***Assign an 11 digit number***

____

Inv Line: ***001***
Amount: ***1500.00***

Step 8. Select **Edit: Insert Line After** from the pull-down menu to insert a second reference document line.

Note: The line counter in the status bar at the bottom of the document window tells you that you are currently on line 2 of 2 (Ln 2/2)

Step 9. Enter the following information on the second line:

Line: ***02***
Reference Number: ***Provided by instructor***
Line: ***02***
Comm Line: ***001***
Inv Line: ***Assign an 11 digit number***
Amount: ***2000.00***

Step 10. Click on the **Line Detail** button. The Line Details view appears. Enter the following information on the first line:
Quantity: ***15.000***

Scroll to the second line and enter the following:
Quantity: ***20.000***

Process the Document

IMPORTANT: YOU WILL NOT BE ABLE TO APPROVE AND RUN YOUR OWN DOCUMENTS IN THE PRODUCTION ENVIRONMENT. THIS CAPABILITY IS AVAILABLE IN THE TRAINING CLASSES ONLY. IN PRODUCTION, APPROVALS AND FINAL PROCESSING MUST BE DONE BY A PERSON OTHER THAN THE PERSON DOING THE DATA ENTRY.

Step 11. Edit the document by selecting **Process: Edit**

Correct any hard errors you may have received. After correcting your errors, edit the document again by selecting **Process: Edit**

If the document is error-free, you will receive the message "READY FOR APPORVAL 1."

Step 12. Approve the document by selecting **Process: Approve**

Step 13. Run the document by selecting **Process: Run**

Once you have run your document, it is processed. The system updates all the related tables and ledgers.

Quick Payment Voucher (PVQ)

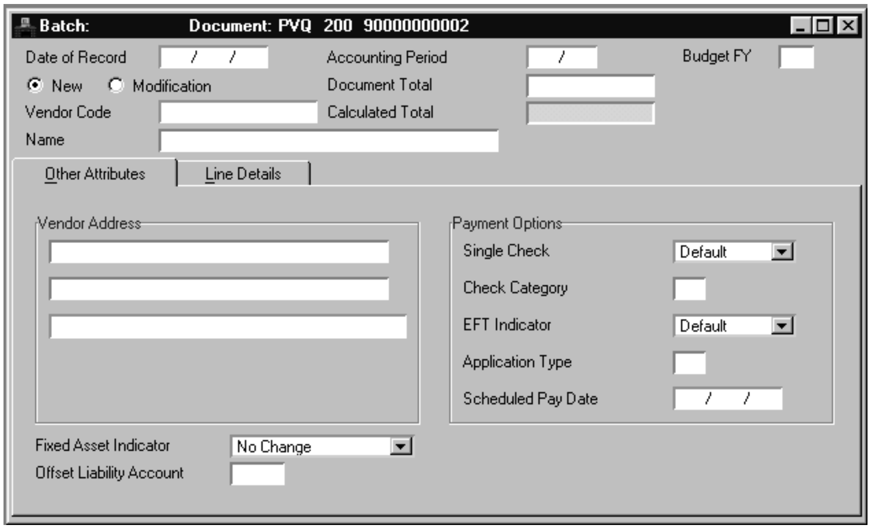
- Used to pay for Unencumbered Purchases (purchases $3000 and under) and purchases not on contract
- Used for Expense Account Payments. If the Expense Account has been encumbered, enter the corresponding purchase order number in the Reference Document area.
- Used for purchases over $3000 using Exempt Object Codes
- *Requires a Quick Vendor Invoice (VIQ) reference.
- Supporting documentation must be forwarded to OA Compliance Audit. The payment voucher document number must be noted in the upper right hand corner of the supporting documentation.
- Upon internal agency approval, WORKFLOW routes the document to OA Compliance Audit for review and approval. If PVQ is over $3000 and uses an Exempt Object Code, the document routes to Data Control.
- The PVQ records as an Expenditure

Dr		Expense/Expenditure	
	Cr		Voucher payable
Dr		Reserve for encumbrance	
	Cr		Encumbrance

*When there is not a true vendor invoice, assign an invoice number in the V*endor Invoice* field on the PVQ and the system will automatically generate a vendor invoice record.

The Quick Payment Voucher (PVQ) is processed to request payment for all expense accounts, purchases not on contract, unencumbered purchases (purchases $3000 and under) or for purchases over $3000 using exempt object codes.

Header and Other Attributes


Batch: Document: PVQ 200 90000000002

● New ○ Modification

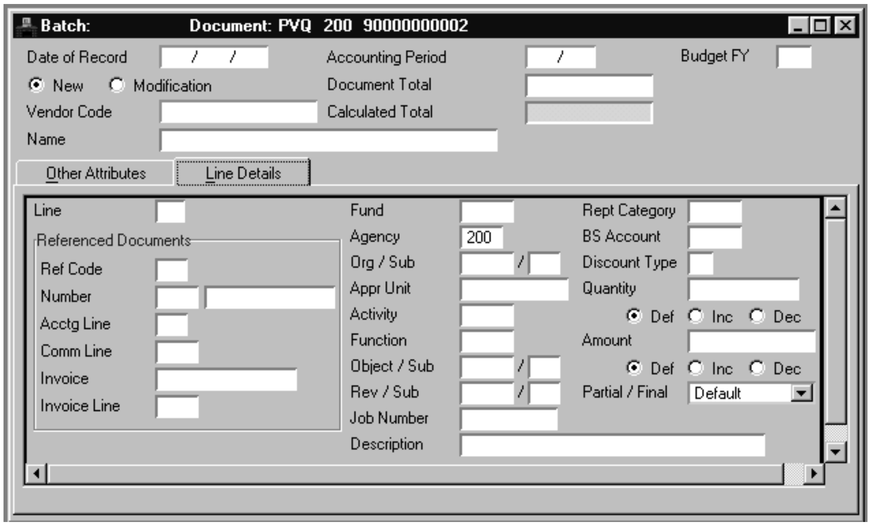
Single Check: Default

EFT Indicator: Default

Fixed Asset Indicator: No Change

Date of Record / /
Accounting Period /
Budget FY
Document Total
Vendor Code
Calculated Total
Name
Other Attributes
Line Details
Vendor Address
Payment Options
Check Category
Application Type
Scheduled Pay Date / /
Offset Liability Account

Line Details


Batch: Document: PVQ 200 90000000002

● New ○ Modification

Agency: 200

Quantity: ● Def ○ Inc ○ Dec

Amount: ● Def ○ Inc ○ Dec

Partial / Final: Default

Date of Record / /
Accounting Period /
Budget FY
Document Total
Vendor Code
Calculated Total
Name
Other Attributes
Line Details
Line
Referenced Documents
Ref Code
Number
Acctg Line
Comm Line
Invoice
Invoice Line
Fund
Org / Sub /
Appr Unit
Activity
Function
Object / Sub /
Rev / Sub /
Job Number
Description
Rept Category
BS Account
Discount Type

Exercise 2: Processing a PVQ

Scenario:

You need to create a payment for unencumbered office supplies. Access the PVQ, complete the payment request. Because there is not a true Vendor Invoice, you will assign an invoice number to the PVQ..

Complete the following exercise:

The first few steps to create a PVQ are identical to those you follow to create any document:

Step 1. From the **Accounts Payable** Business Area, click on the **Payment Request** Business Function to open a PVQ document.

Note: The OPVH table will automatically open

Step 2. Click on the **PVQ** button at the bottom of the Business Function window

The Batch/Document Entry window appears with the Quick Payment Voucher automatically selected in the Document Type field

Step 3. Enter agency **375** in the first section and **TRPVQ** in the second section of the Document ID

Step 4. Select **Automatic Document Numbering** and select **OK**

The document ID is displayed in the title bar of the window. Write the complete document ID here:

____

Step 5. Enter the following information in the header section:

*Document Total***: *500.00***
Vendor Code: ***Provided by instructor***

Step 6. Enter the following information in the **Other Attributes** view:

Check Category: ***Use Find Code to select Insurance***

Step 7. Click on the **Line Details** button. The Line Details view appears. Enter the following information:

Line : ***01***
Invoice: ***Assign a unique 11 digit vendor invoice number*** ___________________________________
Fund: ***0101***
Agency: ***375***
Org/Sub: ***1375***
Appr Unit: ***2442***
Object/Sub: ***2184***
Amount: ***500.00***

Process the Document

IMPORTANT: YOU WILL NOT BE ABLE TO APPROVE AND RUN YOUR OWN DOCUMENTS IN THE PRODUCTION ENVIRONMENT. THIS CAPABILITY IS AVAILABLE IN THE TRAINING CLASSES ONLY. IN PRODUCTION, APPROVALS AND FINAL PROCESSING MUST BE DONE BY A PERSON OTHER THAN THE PERSON DOING THE DATA ENTRY.

Step 8. Edit the document by selecting **Process: Edit**

Correct any hard errors you may have received. After correcting your errors, edit the document again by selecting **Process: Edit**

If the document is error-free, you will receive the message “READY FOR APPROVAL 1.”

Step 9. Approve the document by selecting **Process: Approve**

Step 10. Run the document by selecting **Process: Run**

Once you have run your document, it is processed. The system updates all the related tables and ledgers.

Special Payment Voucher (PVS)

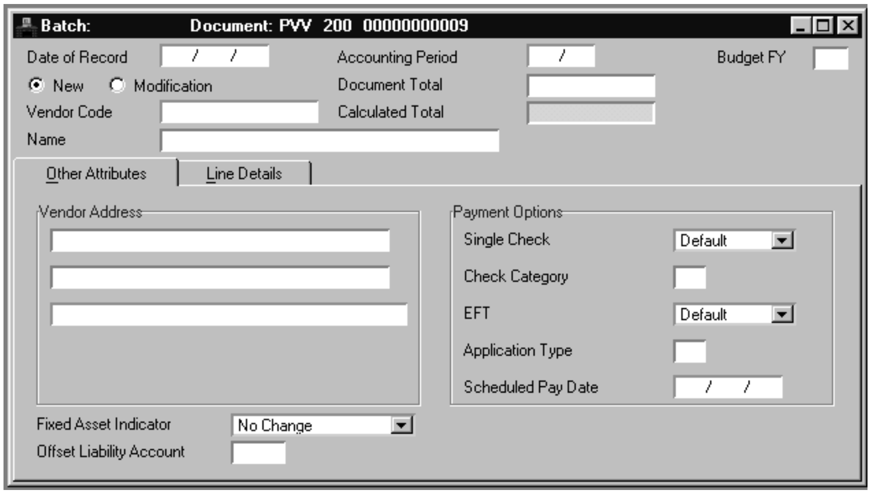
- Used to process Expenditure Registration System (ERS) payments that are authorized by statute, i.e. Medicaid Serviced, WIC Food Program, Second Injury Fund
- Used to process Program Grant Authority (PGA) payments by agencies with statutory authority to issue grants payments
- ER or PG must be used as part of the document number
- ERS/PGA payments are not obligated under Chapter 34
- ERS number is in the list of valid values and the object code is within a specified range, PGA number is in the list of valid value and the reporting category is complete
- Requires agency approval, PVS documents not meeting the criteria will be pre-audited by OA Compliance Audit
- Not required to be encumbered. If encumbered, the associated purchase order must be established with linking off
- Supporting invoice documentation, if applicable, must be sent to OA Accounting. The PVS number must be noted in the upper right hand corner of the documentation.

Dr	Expenditure/Expense
Cr	Voucher payable

Payment Voucher from Multiple-Payee Voucher (PVV)

The PVV is generated by the system, based on the MP entry. The PVV is routed to Compliance Audit for approval.

Header and Other Attributes



Batch: Document: PVV 200 00000000009

Date of Record / /
Accounting Period /
Budget FY
● New ○ Modification
Document Total
Vendor Code
Calculated Total
Name

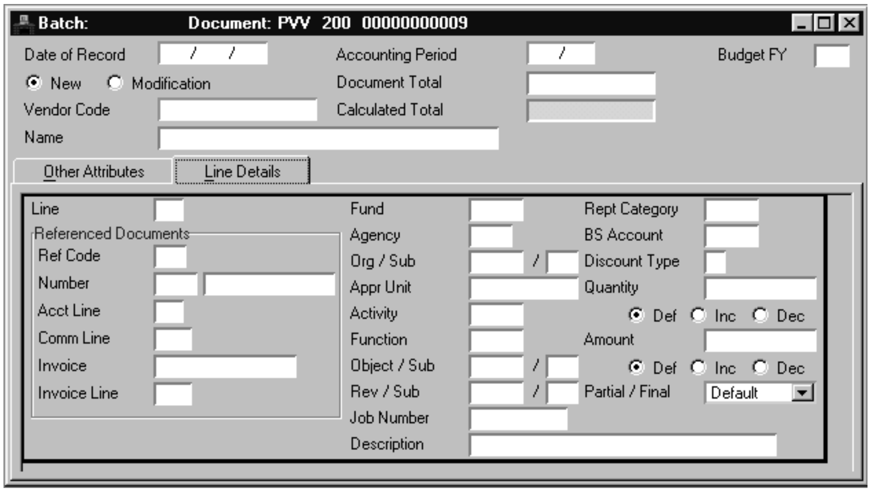
Other Attributes | Line Details

Vendor Address

Payment Options
Single Check: Default
Check Category
EFT: Default
Application Type
Scheduled Pay Date / /

Fixed Asset Indicator: No Change
Offset Liability Account

Line Details



Batch: Document: PVV 200 00000000009

Date of Record / /
Accounting Period /
Budget FY
● New ○ Modification
Document Total
Vendor Code
Calculated Total
Name

Other Attributes | Line Details

Line
Referenced Documents
Ref Code
Number
Acct Line
Comm Line
Invoice
Invoice Line

Fund
Agency
Org / Sub /
Appr Unit
Activity
Function
Object / Sub /
Rev / Sub /
Job Number
Description

Rept Category
BS Account
Discount Type
Quantity
● Def ○ Inc ○ Dec
Amount
● Def ○ Inc ○ Dec
Partial / Final: Default

Multiple Vendor Payment Voucher (MP)

- Used to process unencumbered payment to multiple vendors using the same accounting distribution
- Used to process multiple unencumbered payments to the same vendor using the same accounting distribution
- Used in place of the PVQ to initiate payment to reduce data entry
- Requires a vendor invoice, when there is not a true vendor invoice, assign an invoice number in the V*endor Invoice* field on the MP and the system will automatically generate a vendor invoice record.
- Requires supporting documentation to be sent to OA Compliance Audit. The voucher number indicated on each line of the MP must be noted in the upper right hand corner of the corresponding supporting documentation.
- Requires agency approval
- Upon agency approval, the system will generate a Multi-Payee Payment Voucher Detail (PVV) document for each payment
- WORKFLOW routes the PVV to OA Compliance Audit approval. If the PVV is over $3000 and uses a non-exempt object code, the PVV will route to OA Data Control for review then to OA Compliance Audit for approval.
- The PVV records an expenditure

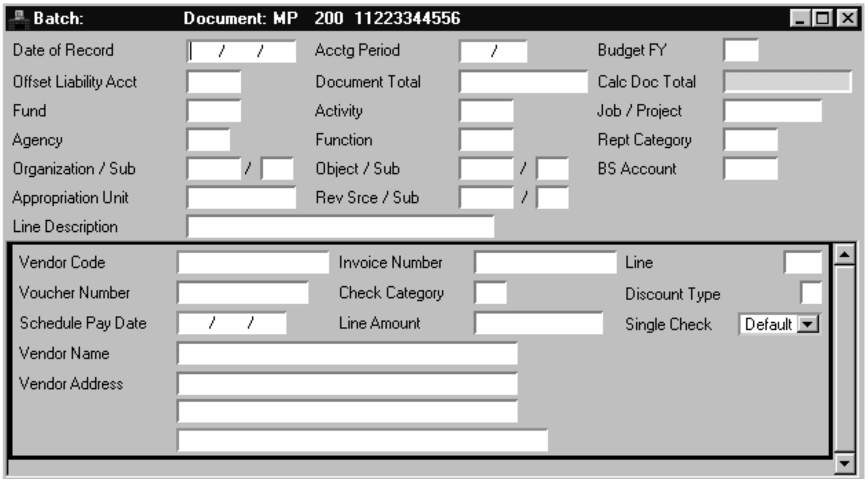
Dr Expenditure/Expense

Cr Voucher Payable

The Multiple Vendor Payment Voucher (MP) is processed to request unencumbered payments for multiple vendors with the same accounting distribution. When the MP is processed, a

Payment Voucher from Multi-Payee Voucher (PVV) is created for each line on the MP.

Multiple Vendor Payment Voucher (MP)


Batch: Document: MP 200 11223344556

Single Check Default

Date of Record
Acctg Period
Budget FY
Offset Liability Acct
Document Total
Calc Doc Total
Fund
Activity
Job / Project
Agency
Function
Rept Category
Organization / Sub
Object / Sub
BS Account
Appropriation Unit
Rev Srce / Sub
Line Description
Vendor Code
Invoice Number
Line
Voucher Number
Check Category
Discount Type
Schedule Pay Date
Line Amount
Vendor Name
Vendor Address

Exercise 3: Processing an MP

Scenario:

Your agency provides a uniform allowance to employees. Process an MP document to request a payment of $125.00 for four employees.

Complete the following exercise:

The first few steps to create a MP are identical to those you follow to create any document:

Step 1. From the **Accounts Payable** Business Area, click on the **Multiple Vendor Payment Request** Business Function to open an MP document.

Note: The OPVH table will automatically open.

Step 2. Click on the **MP** button at the bottom of the Business Function window. The Batch/Document Entry window appears with the Multiple Vendor Payment Voucher automatically selected in the Document Type field.

Step 3. Enter agency **375** in the first section and **TR** in the second section of the Document ID

Step 4. Select **Automatic Document Numbering** and select **OK**

The document ID is displayed in the title bar of the window. Write the complete document ID here:

____

Step 5. Enter the following information in the header:

Document Total: ***500.00***
Fund: ***0101***
Agency: ***375***
Organization: ***1375***

Appr Unit: ***2442***
Object: ***2168***

Step 6. Enter the following information in the bottom of the window:

Vendor Code: ***0316235230 0***
Invoice Number: ***123456789101***
Voucher Number: ***TR0000 your initials 01***
Line Amount: ***125.00***

Step 7. Select **Edit: Insert Line After** from the pull-down menu to insert a second line

Note: The line counter in the status bar at the bottom of the document window tells you that you are currently on line 2 of 2 (Ln 2/2)

Step 8. Enter the following information on the second line:

Vendor Code: ***0331684660 0***
Invoice Number: ***123456789101***
Voucher Number: ***TR0000 your initials 02***
Line Amount: ***125.00***

Step 9. Select **Edit: Insert Line After** from the pull-down menu to insert a third line

Note: The line counter in the status bar at the bottom of the document window tells you that you are currently on line 3 of 3 (Ln 3/3)

Step 10. Enter the following information on the third line:

Vendor Code: ***13333173800 0***
Invoice Number: ***123456789101***
Voucher Number: ***TR0000 your initials 03***
Line Amount: ***125.00***

Step 11. Select **Edit: Insert Line After** from the pull-down menu to insert a forth line

Note: The line counter in the status bar at the bottom of the document window tells you that you are currently on line 4 of 4 (Ln 4/4)

Step 12. Enter the following information on the fourth line:

Vendor Code: ***0334461040 0***
Invoice Number: ***123456789101***
Voucher Number: ***TR0000 your initials 04***
Line Amount: ***125.00***

Process the Document

IMPORTANT: YOU WILL NOT BE ABLE TO APPROVE AND RUN YOUR OWN DOCUMENTS IN THE PRODUCTION ENVIRONMENT. THIS CAPABILITY IS AVAILABLE IN THE TRAINING CLASSES ONLY. IN PRODUCTION, APPROVALS AND FINAL PROCESSING MUST BE DONE BY A PERSON OTHER THAN THE PERSON DOING THE DATA ENTRY.

Step 13. Edit the document by selecting **Process: Edit**

If the document is error-free, you will receive the message "READY FOR APPROVAL 1."

Step 14. Approve the document by selecting **Process: Approve**

Step 15. Run the document by selecting **Process: Run**

Once you have run your document, it is processed. The MP document will generate multiple PVV's which updates the same tables as the PVA, PVQ and the P1.

Recurring Payment Voucher (REPV)

The Recurring Payment Voucher (REPV) is processed to request automatic generated payment voucher documents on a regular basis. The payment amount can be fixed or variable and the frequency can be bimonthly, monthly, or quarterly. Recurring payments must be re-established at the beginning of each fiscal year.

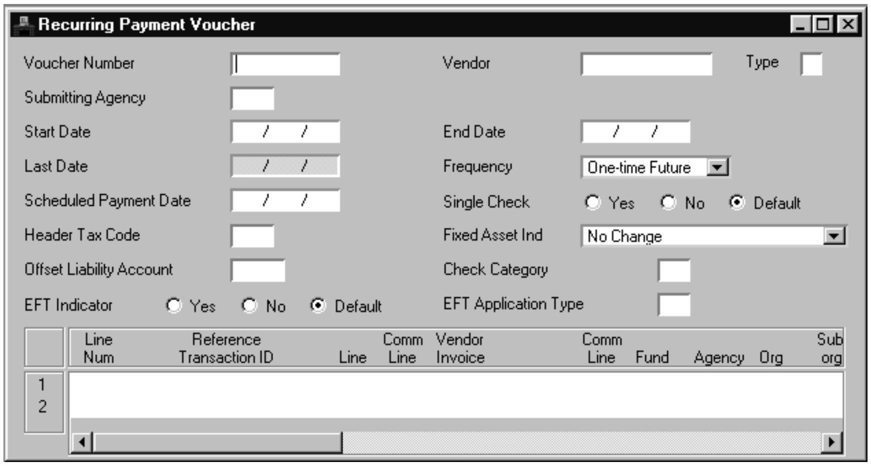
- Used to process regular payments that recur on a certain day of the month on a monthly, bimonthly, or quarterly basis
- Payment amount can be fixed or variable
- Payment be used for rent, lease payments, annuities, utility payment, etc.
- The system automatically generates a recurring Payment Voucher (PV) using the information contained on the REPV
- Disbursement is processed during the nightly payment cycle if the amount is fixed

    If the amount varies, WORKFLOW will route the PV to the agency to fill in the amount

    The agency enters the amount and WORKFLOW will route the PV to OA Compliance Audit for approval

- Recurring payments cannot go past the end of the fiscal year, must be re-established at the beginning of each fiscal year
- Not required to be encumbered. If encumbered, purchase order must be established with linking off
- System generated PV records an expenditure

Dr	Expenditure/Expense
Cr	Voucher payable


Recurring Payment Voucher
Voucher Number
Vendor
Type
Submitting Agency
Start Date
End Date
Last Date
Scheduled Payment Date
Header Tax Code
Offset Liability Account
Check Category
EFT Application Type
Line Num
Reference Transaction ID
Line
Comm Line
Vendor Invoice
Comm Line
Fund
Agency
Org
Sub org
1
2

Frequency: One-time Future

Single Check: ○ Yes ○ No ● Default

Fixed Asset Ind: No Change

EFT Indicator: ○ Yes ○ No ● Default

Exercise 4: Processing a Recurring Payment Voucher

Scenario:

You need to create a Recurring Payment Voucher in the amount of $180 for the monthly service of your office copier. This service is not on contract, the payment is unencumbered, and should be sent directly to the vendor.

Complete the following exercise:

Step 1. From the **Accounts Payable** Business Area, click on the **Recurring Payment Request** Business Function to open the REPV table.

Step 2. Click on the **REPV** button at the bottom of the Business Function window. The REPV table will open.

Step 3. Select **Window: Clear Window** to ensure the table will be blank.

Step 4. Enter the following information in the Header section of the REPV:

Voucher Number: ***R1xxxxxxx (x is your office or home telephone number)***
Vendor: ***1153930500 0***
Submitting Agency: ***375***
Start Date: ***Enter today's date***
End Date: ***06/30/00***
Frequency: ***Monthly***
Scheduled Payment Date: ***Enter 7 days after today's date***
Single Check: ***Yes***
Check Category: ***Leave blank***

Step 5. Enter the following information in the Line section of the REPV:

Line Num: ***01***
Fund: ***0101***
Agency: ***375***

Org: ***1375***
Appr Unit: ***2442***
Object: ***2166***
Line Amount: ***180.00***
Line Description: ***office copier service***

Once you have completed the table in Production, you will use the SAM II WORKFLOW Email functionality to send an attachment of this table to OA Accounting for approval by selecting File: Send Message.

The email process may not be available in the training environment.

Step 6. Click on the **Close** button at the bottom of the window to close the Business Function.

Payment Voucher Inquiry Tables

Topic Objectives

After completing this topic, you will be able to:

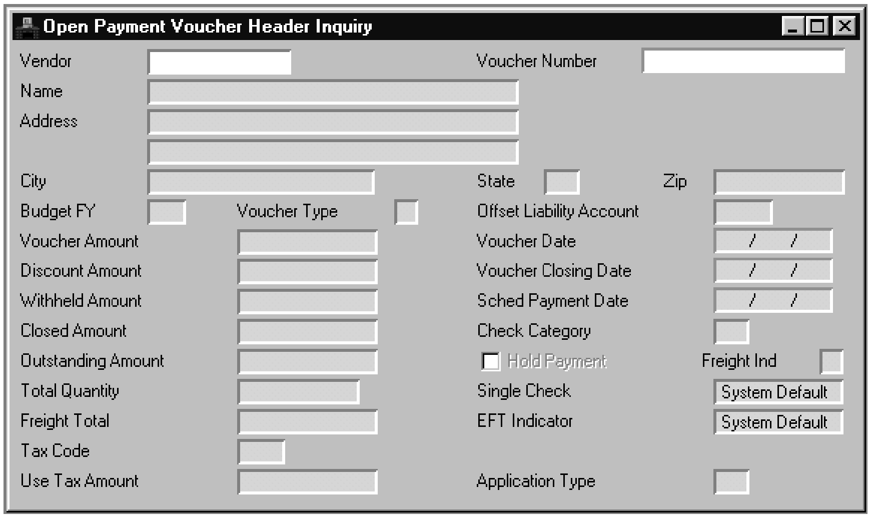
- Identify the appropriate inquiry tables per document
- Access inquiry tables
- Understand the uses of the main payment voucher tables

Topic Overview

This topic introduces you to the following inquiry screens:

- Open Payment Voucher Header (OPVH)
- Open Payment Voucher line (OPVL) (OPV2)
- Open Purchase Order Header by Document Number (OPHD)
- Open Purchase Order Commodity Line by Document Number (OPCD)
- Open Purchase Order Account Line by Document Number (OPLD)
- Open Payment Voucher by Document Number (OPVD)
- Open Payment Voucher by Vendor Name (OPVV)

Open Payment Voucher by Header (OPVH)

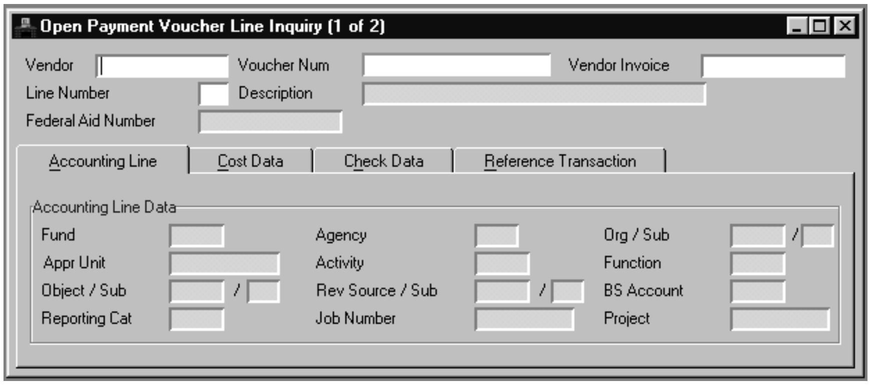

Open Payment Voucher Header Inquiry
Vendor
Voucher Number
Name
Address
City
State
Zip
Budget FY
Voucher Type
Offset Liability Account
Voucher Amount
Voucher Date
Discount Amount
Voucher Closing Date
Withheld Amount
Sched Payment Date
Closed Amount
Check Category
Outstanding Amount
Hold Payment
Freight Ind
Total Quantity
Freight Total
Tax Code
Use Tax Amount
Application Type

Single Check: System Default

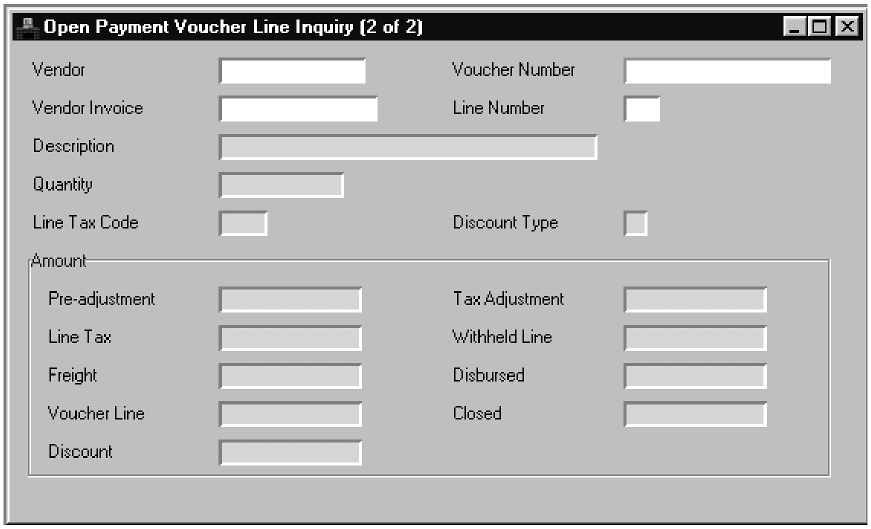
EFT Indicator: System Default

The Open Payment Voucher by Header (OPVH) table displays summary information about each payment voucher, organized by vendor code and voucher number.

Open Payment Voucher by Line (OPVL)

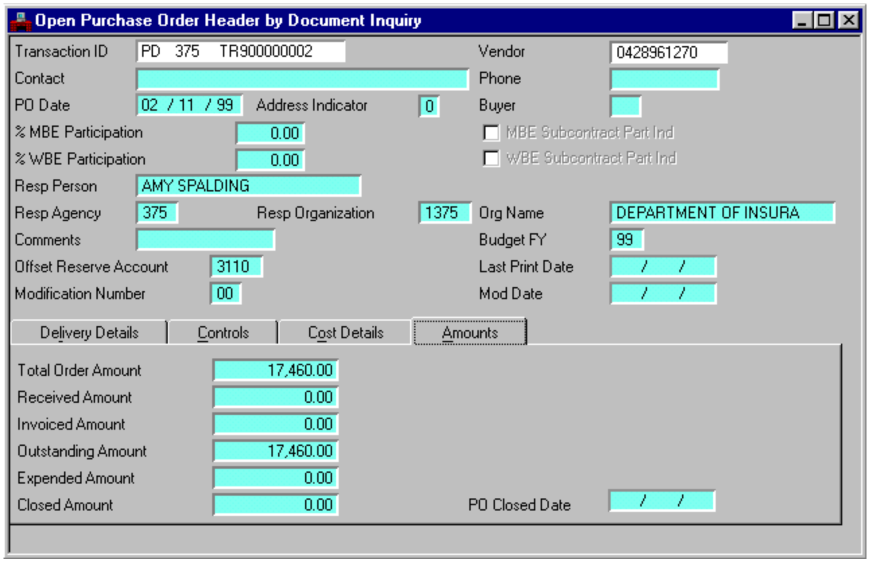

Open Payment Voucher Line Inquiry (1 of 2)
Vendor
Voucher Num
Vendor Invoice
Line Number
Description
Federal Aid Number
Accounting Line
Cost Data
Check Data
Reference Transaction
Accounting Line Data
Fund
Agency
Org / Sub
Appr Unit
Activity
Function
Object / Sub
Rev Source / Sub
BS Account
Reporting Cat
Job Number
Project

Open Payment Voucher by Line (OPV2)


Open Payment Voucher Line Inquiry (2 of 2)
Vendor
Voucher Number
Vendor Invoice
Line Number
Description
Quantity
Line Tax Code
Discount Type
Amount
Pre-adjustment
Tax Adjustment
Line Tax
Withheld Line
Freight
Disbursed
Voucher Line
Closed
Discount

The Open Payment Voucher by Line (OPVL and OPV2) tables display information about payment voucher lines. The windows are organized by vendor code so all payment vouchers for a particular vendor are accessed sequentially. OPVL contains accounting details and OPV2 contains amount details.

Open Purchase Order Header by Document Number (OPHD)

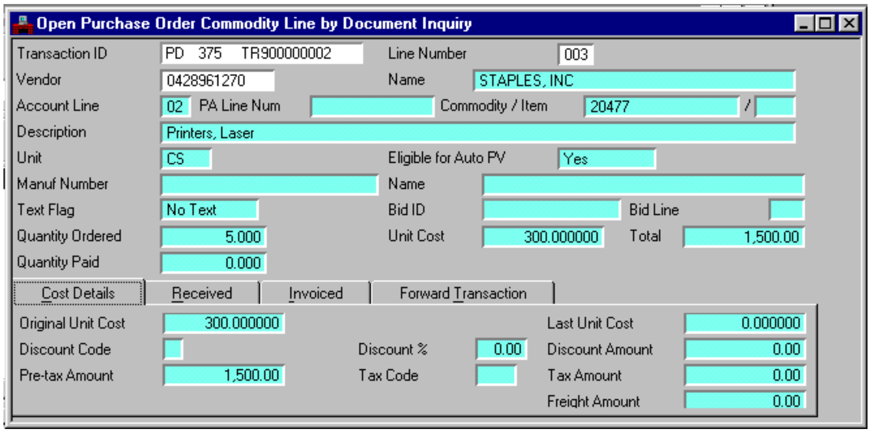

Open Purchase Order Header by Document Inquiry
Contact
Phone
Buyer
Comments
Last Print Date
Mod Date
Delivery Details
Controls
Cost Details
Amounts
PO Closed Date

Transaction ID PD 375 TR900000002
Vendor 0428961270
PO Date 02 / 11 / 99
Address Indicator 0
% MBE Participation 0.00
☐ MBE Subcontract Part Ind
% WBE Participation 0.00
☐ WBE Subcontract Part Ind
Resp Person AMY SPALDING
Resp Agency 375
Resp Organization 1375
Org Name DEPARTMENT OF INSURA
Budget FY 99
Offset Reserve Account 3110
Modification Number 00

Total Order Amount 17,460.00
Received Amount 0.00
Invoiced Amount 0.00
Outstanding Amount 17,460.00
Expended Amount 0.00
Closed Amount 0.00

This table displays all outstanding and recently closed purchase order documents. All information recorded on the header part of the purchase order document appears in the table, in addition to the total amount closed.

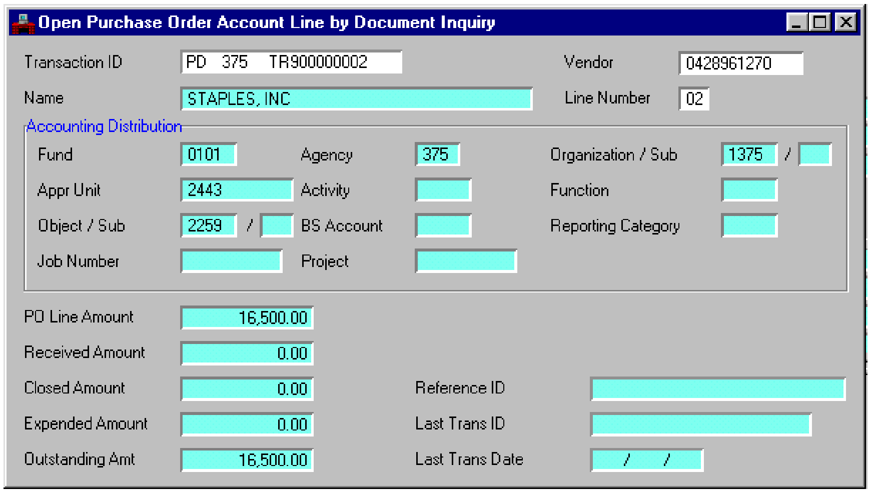
Open Purchase Order Commodity Line by Document Inquiry (OPCD)


Open Purchase Order Commodity Line by Document Inquiry
Cost Details
Received
Invoiced
Forward Transaction

Transaction ID: PD 375 TR900000002
Line Number: 003
Vendor: 0428961270
Name: STAPLES, INC
Account Line: 02
PA Line Num:
Commodity / Item: 20477 /
Description: Printers, Laser
Unit: CS
Eligible for Auto PV: Yes
Manuf Number:
Name:
Text Flag: No Text
Bid ID:
Bid Line:
Quantity Ordered: 5.000
Unit Cost: 300.000000
Total: 1,500.00
Quantity Paid: 0.000
Original Unit Cost: 300.000000
Last Unit Cost: 0.000000
Discount Code:
Discount %: 0.00
Discount Amount: 0.00
Pre-tax Amount: 1,500.00
Tax Code:
Tax Amount: 0.00
Freight Amount: 0.00

This table displays information about each commodity line on open and recently closed purchase orders. Lines are added to this table each time a new purchase order document is accepted by the system.

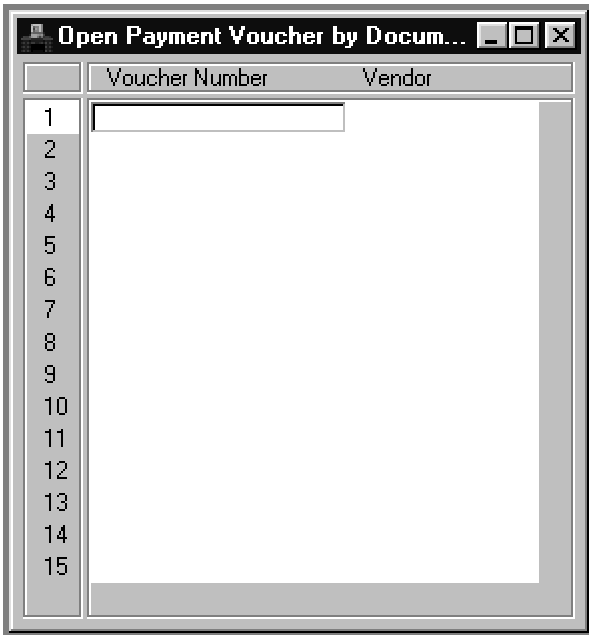
Open Purchase Order Account Line by Document Inquiry (OPLD)


Open Purchase Order Account Line by Document Inquiry
Accounting Distribution

Transaction ID: PD 375 TR900000002
Vendor: 0428961270
Name: STAPLES, INC
Line Number: 02
Fund: 0101
Agency: 375
Organization / Sub: 1375 /
Appr Unit: 2443
Activity:
Function:
Object / Sub: 2259 /
BS Account:
Reporting Category:
Job Number:
Project:
PO Line Amount: 16,500.00
Received Amount: 0.00
Closed Amount: 0.00
Reference ID:
Expended Amount: 0.00
Last Trans ID:
Outstanding Amt: 16,500.00
Last Trans Date: / /

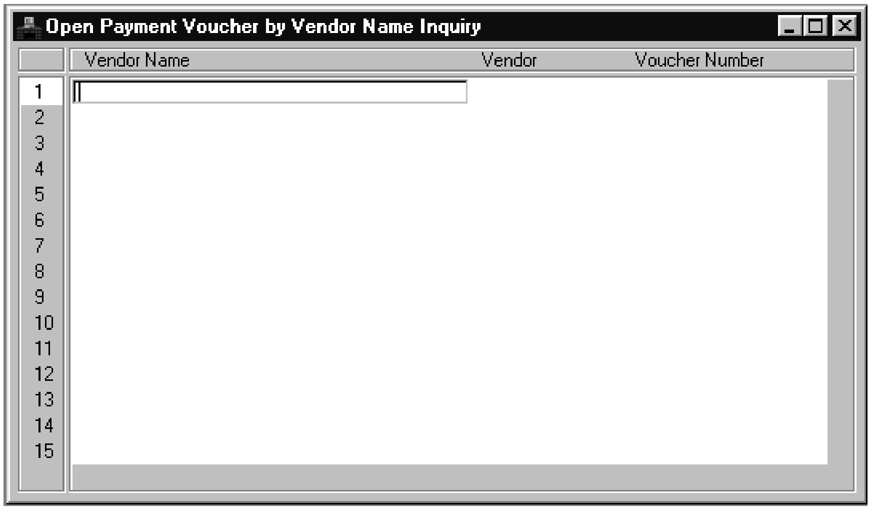
This table displays accounting information for all outstanding and some recently closed purchase order lines. Lines are added to this table each time a new purchase order document is accepted by the system.

Open Payment Voucher by Document Number (OPVD)


Open Payment Voucher by Docum...
Voucher Number
Vendor
1
2
3
4
5
6
7
8
9
10
11
12
13
14
15

The Open Payment Voucher by Document Number (OPVD) table displays only the key information from OPVH. OPVD is arranged by voucher number followed by vendor code. This table allows you to find a payment voucher when the document number is known but the vendor code is not known.

Open Payment Voucher by Vendor Name (OPVV)


Open Payment Voucher by Vendor Name Inquiry
Vendor Name
Vendor
Voucher Number
1
2
3
4
5
6
7
8
9
10
11
12
13
14
15

The Open Payment Voucher by Vendor Name (OPVV) table displays the key information from OPVH and is arranged by vendor name followed by vendor code and voucher number. This table allows you to find payment vouchers when only the vendor name is known.

Check Processing

Before a cash disbursement is processed, SAM II may generate adjustments the payment amount due to special circumstances, i.e. discounts earned, credit memos, backup withholding, etc.

Discount

- Prompt Payment Discount offered by several vendors doing business with the State for early payment of invoices
- Automatically calculates a discount if the number of days between the payment voucher and check date is not greater than the value on the Discount Type (DISC) table
- Discount Type code can be specified in the Discount Type field of the payment voucher for each payment voucher line

Credit Memo

- Represents money owed to an agency by a vendor, induced by overpayment or return of goods
- May be applied to the next unencumbered payment that exceeds the amount of the credit
- Payment must be made in the same fiscal year and have the same accounting distribution from which the original purchase was made
- If no more purchases will be made from the vendor within the current fiscal year, a refund check must be requested from the vendor
- OA Accounting may approve credit memos applied to the next fiscal year purchases if a refund check is not provided

Payment Hold

- Used to enforce payment restrictions, i.e. IRS levies, Department of Revenue payments

- Imposed and released by OA Accounting, via VEN2 table

Backup Withholding

- If a vendor does not supply the State of Missouri with a Taxpayer Identification Number (TIN) or when the State received instruction from the Internal Revenue Service (IRS), the Backup Withholding indicator on the VEN2 table is set to YES
- Payments made using a 1099 reportable object code will be subject to backup withholding
- Payments will be reduced by the amount of the backup withholding
- Check stub will report the amount withheld for the vendors’ information
- Amount withheld from the disbursement is placed in a backup withholding liability account
- OA Accounting will periodically submit payment to the IRS

Warrant Intercept

- Used to withhold amounts from vendors that owe money to a State agency
- Can only be used if given statutory authority
- Requested through OA Accounting with supporting documentation and amount to be withheld

Cash Disbursement

How and when a payment is disbursed is determined by the scheduled payment date, check category, EFT indicator, and single check indicator. Check printing and EFT processing results from the nightly disbursement cycle. If there is sufficient fund cash balance, the checks and EFT transactions are generated. If there is insufficient fund cash balance, an exception report (Cash Management Insufficient Funds Report – C101) is generated that reflects which payment vouchers are not paid as a result of an insufficient fund cash balance. Cash disbursements represent the liquidation of a liability and the final event in the expenditure process.

Automated Disbursement (AD) - Electronic Funds Transfer (EFT)

- Automated Disbursements (AD) process prints checks and is recorded as an AD transaction

- Check Stub will include:
    - Document Number
    - Purchase Order Number
    - Vendor Invoice Number
    - Date
    - Amount
    - Agency Name
    - Organization Name

- Electronic Funds Transfers (EFT) process initiates the electronic transfer of funds to the vendors bank account and is recorded as an EFT transactions

- Automatically modifies the payment amount by calculating any vendor discounts or credits that may apply

- Checks and EFT’s will be dated two working days after the payment date

- Checks and EFT’s will not be generated on the last two business days of each month

Dr	Vouchers payable
Cr	Cash

Manual Warrant

- Used on an emergency basis to issue an on-demand check
- Vendors subject to backup withholding cannot be paid using a manual warrant
- Requesting agency must first obtain approval from the OA Accounting Supervisor
- Requesting agency must submit a Manual Warrant form (300-1485) and supporting documentation to OA Accounting
- OA Accounting completes the MW document
- Manual checks will be dated the next business day in the event the necessary information is provided to STO before 12:00 noon
- OA Compliance Audit applies the final approval

If payment voucher is referenced:

Dr	Vouchers payable
Cr	Cash

If payment voucher is not referenced:

Dr	Expenditure/Expense
Cr	Cash

Check Cancellation

Payment vouchers processed in SAM II can be cancelled before a check or EFT payment is made to the vendor. Agencies must have physical possession of the check and will use a Check Cancellation (300-1473) form the cancel the check or EFT.

If an agency wants to cancel a check but does not have physical possession of the check, a stop payment must first be requested and a replacement check must be re-issued through the State Treasurer's Office.

Check Cancellation Form (CX)

- Complete the CX form if:
    - Check or EFT was issued to the wrong vendor
    - the vendor does not need to be paid
    - there is an overpayment to the vendor
- Agencies must determine if:
    - a payment voucher is referenced
    - the fiscal year is still open
    - a discount was taken
- Complete the CX form and forward to OA Accounting with supporting documentation and physical checks
- OA Accounting will process the CX document
- System will automatically generate a modified payment voucher that reverses the entries of the original payment vouchers

If check is from an open fiscal year:

Dr Cash

Cr Expenditure/Expense

If check is from a closed fiscal year: Process a Cash Receipt (CRQ) document to record revenue.

Dr Cash

Cr Revenue

Check Cancellation Form

The Check Cancellation form is used to cancel checks or EFT's before payment is made to the vendor. The CX form is completed by agencies and forwarded to OA Accounting if the vendor does not need to be paid, the check or EFT was issued to the wrong vendor, or there is an overpayment to the vendor.

Stop Payment

- Identify the need to request a stop payment on a check
- Prepare a letter to the State Treasurer's Office (STO) explaining why a stop payment is necessary. Include the following information:
  - check series
  - check number
  - check date
  - dollar amount of the check
  - name of the payee on the check
- The information listed above can be found using the following inquiry tables:
  - Vendor Payment Cross Reference (PVIX)
  - Vendor Document Cross Reference (VXRF)
  - Document Cross Reference (DXRF)
- Deliver, fax or mail the letter to the STO
- The STO will verify the information and access the bank's system and place a stop payment on the check

Replacing a Check

- Contact the STO - Disbursement Section to obtain the status of the check
- Prepare a letter to the STO explaining why a replacement check is necessary, i.e. vendor did not receive, lost, stolen, mutilated, etc.. Include the information listed above
- Deliver, fax or mail the letter to the STO

- The STO will place a stop payment on the check if the check has not been paid. If the check has been paid, the STO will send a copy of the paid check to the agency.
- The STO will send an affidavit to the agency attesting the check was lost, stolen, mutilated, etc. The agency must send the affidavit to the payee (vendor).
- The vendor must sign, notarize and return the affidavit to the STO
- The STO will review the affidavit, contact OA Accounting Central Accounting Section to submit the affidavit and supporting documentation
- Upon approval, STO will distribute the replacement check to the agency requesting the replacement check or directly to the vendor

Payment Voucher Modification and Cancellation

There are several reasons a payment document may need to be modified or canceled. Some common reasons for modifying a payment voucher include changing the payment options, changing a scheduled payment date or correcting data entry errors. A payment voucher would need to be canceled if the goods are returned to the vendor, the vendor no longer needs to be paid, or there needs to be a change to the vendor code.

In order to modify or cancel a payment voucher document, determine if the original document is in an "Accepted" status on the Document Listing (SUSF) table or the Open Payment Voucher Header Inquiry (OPVH) table, also determine that the payment voucher is not closed. A payment voucher is not closed when the check or EFT payment has not been generated. The Voucher Closing Date on the Open Payment Voucher Header Inquiry (OPVH) table is used to determine if the payment voucher is closed.

Non-Accepted Payment Vouchers

If the payment voucher documents has not been accepted by the system, modifications and cancellations will be made using the original document. Use the WORKFLOW worklist or the Batch/Document Entry window to access the original document.

Step 1. Determine the approval status and request all current approval(s) be removed, if necessary

Step 2. Once approvals are removed, open the original document and make the necessary changes

Step 3. Edit the document for errors, make corrections if applicable, close the document

Accepted Payment Vouchers

Once a payment voucher is "Accepted" by the system, corrections may not be made using the original document. Corrections are accomplished using a new document window that uses the original document number of the transaction that requires correction.

If an "Accepted" document is being modified on the same day it was accepted, the modification or cancellation document must be entered under a "Batch ID" number.

Step 1. Access the Batch/Document Entry window just as you would to create a new document

Step 2. Enter the **agency code** and a **unique number** in the Batch ID field and the original document's transaction number in the Document ID field. The **New** radio button should be selected. Select **OK** to open the batch header window.

Step 3. Enter the following information in the batch header:
Number of Document
Net Amount of the Modification

Step 4. Select **Process: Save** to save the batch

Step 5. Select **Display: New Document**. Enter original document number of the document to be modified and select **OK**.

Step 6. Select the **Modification** radio button to designate it as a modification to an existing document

Step 7. Enter the required data to correct/cancel the document. Note: Refer to the modification procedures in the policies and procedures for the specific requirements for the document type you are correcting/canceling.

The steps above assume that the document is not closed and that the modification takes place on the same day as the original document entry.

If the modification was taking place on a subsequent day, you do not need to do the modification under a batch header. Create a new document using the original document number and select the Modification radio button.

A cancellation action deletes the corresponding open table entries and reverses entries to be posted to the ledgers.

Accounting Line Modifications

Accounting lines on a payment voucher document can be added or changed. When a document is modified, the appropriate entry in the ***Def/Inc/Dec*** (Default/Increase/Decrease) field on the Accounting Details view is required. This indicator is used instead of specifying negative and positive amounts.

- If adding a new accounting line, the Def (Default) radio button must be selected

- If modifying the dollar amount of an existing accounting line, Inc (Increase) or Dec (Decrease) must be selected, as appropriate

- If deleting an accounting line, the Dec (Decrease) must be selected and the original amount must be decreased so the net amount is zero

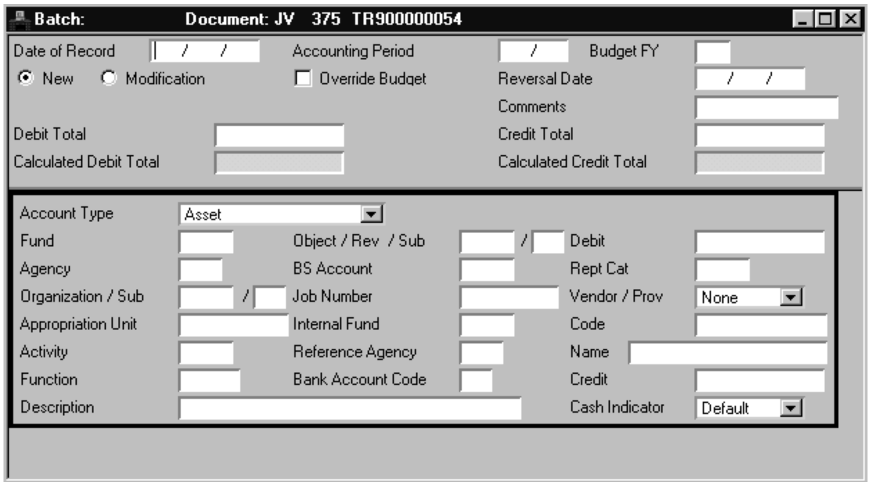
- If the wrong distribution was entered on the original document, the accounting line must be decreased to zero and reentered with the correct accounting distribution information

Journal Voucher (JV)

If a payment voucher document has been accepted by the system but is closed, a Journal Voucher (JV) must be processed to make the appropriate corrections.

The JV is used to correct or reclassify the accounting distribution, it requires manual entry of both the debit and credit accounting events of a transaction. If the correction involves Cash/Assets i.e. fund, appropriation, etc, the JV is prepared using four lines. If the correction involve non-cash areas, i.e. agency, org, object, etc, the JV is prepared using two lines.

A payment voucher is closed when the check or EFT payment has been generated. The Voucher Closing Date on the Open Payment Voucher Header Inquiry (OPVH) table is used to determine if the payment voucher is closed.



Batch: Document: JV 375 TR900000054

● New ○ Modification

☐ Override Budget

Account Type: Asset

Vendor / Prov: None

Cash Indicator: Default

Date of Record
Accounting Period
Budget FY
Reversal Date
Comments
Debit Total
Credit Total
Calculated Debit Total
Calculated Credit Total
Fund
Object / Rev / Sub
Debit
Agency
BS Account
Rept Cat
Organization / Sub
Job Number
Appropriation Unit
Internal Fund
Code
Activity
Reference Agency
Name
Function
Bank Account Code
Credit
Description

Exercise 5: Modifying an Accepted PVQ

Scenario:

When processing a payment request for $125, you entered the amount incorrectly. The final approval was applied earlier today, and the status is Accepted (ACCPT). The correct amount should have been $225. Create a new document using a Batch to modify the accepted (original) PVQ.

Complete the following exercise:

The first few steps to create a PVQ are identical to those you follow to create any document:

Step 1. Click on the **GO TO** button and type **PVQ** in the code field. Select open or double click on the PVQ line. The Batch/Document Entry window appears with the Quick Payment Voucher automatically selected in the Document Type field.

Step 2. Enter agency **375** in the first section and your **training User ID** in the second section of the Batch ID field.

Step 3. Select **OK**. The Payment Voucher Batch window appears. Enter the following information:

Number of Documents: ***1***
Net Amount: ***100.00***

Step 4. Save the batch by selecting **Process: Save**. Select **NO** when asked if you want to close the document.

Step 5. Select **Display: New Document**. Enter the original document number, ***provided by instructor***, as the one to be modified and select **OK**.

Step 6. Select the **Modification** radio button and enter the following information:

Document Total: ***100.00***
Vendor Code: ***0204783540 0***

Step 7. Click on the **Line Details** button. The Line Details view appears. Enter the following information:

Line: ***01***
Amount: ***100.00***

Select the **Inc** radio button

Step 8. Edit the document by selecting **Process: Edit**. You will receive the following messages:

BATCH/DOCUMENT SAVED
DOCUMENT SCHEDULED FOR OFFLINE
BAT NOT BALANCED, NO DOC EDIT

Ignore these error messages, they will disappear one the following step is completed.

Step 9. To ensure the batch balances, select **Display: Top of Batch**. You will return to the batch header.

Step 10. Edit the batch by selecting **Process: Edit**. You will receive the following message:

DOCUMENT ERRORS DETECTED

You may ignore this message, as the error message on the document is to inform you that the document is ready for approval.

Step 11. Select **Process: Approve and Run** to run the batch. You should receive the message: ALL ELIGIBLE DOCS ACCEPTED in the status bar. When prompted, close the Batch header window.

Exercise 6: Canceling a PVQ

Scenario:

When processing a PVQ (practice session 1) you selected the wrong vendor address by accident. Since the PVQ has been accepted, you must cancel the PVQ before making a new payment request.

Complete the following exercise:

The first few steps to create a PVQ are identical to those you follow to create any document:

Step 1. Click on the **GO TO** button and type **PVQ** in the code field. Select open or double click on the PVQ line. The Batch/Document Entry window appears with the Quick Payment Voucher automatically selected in the Document Type field.

Step 2. Enter agency **375** in the first section and **Oaxxx** in the second section of the Batch ID field. **(xxx is the last 3 digits of your training ID)**

Step 3. Select **OK**. The Payment Voucher Batch window appears. Enter the following information:

Number of Documents: ***1***
Net Amount: ***500.00***

Step 4. Save the batch by selecting **Process: Save**. Select **NO** when asked if you want to close the document.

Step 5. Select **Display: New Document**. Enter the ***original document ID*** from Practice Session 1 (the document to be modified) and select **OK**.

Step 6. Select the **Modification** radio button and enter the following information:

Document Total: ***500.00***
Vendor Code: ***Vendor from Practice Session 1***

Step 7. Click on the **Line Details** button. The Line Detail view appears. Enter the following information:

Line: ***01***
Fund: ***0101***
Agency: ***375***
Org: ***1375***
Appr Unit: ***2442***
Object/Sub: ***2184***
Amount: ***500.00***

Select the **Dec** radio button to zero out the line.

Step 8. Select **Process: Edit** to edit the document. You will receive the following messages:

BATCH/DOCUMENT SAVED
DOCUMENT SCHEDULED FOR OFFLINE
BAT NOT BALANCED, NO DOC EDIT

Ignore these error messages, they will disappear when the following step is completed.

Step 9. To ensure the batch balances, select **Display: Top of Batch**. You will return to the batch header.

Step 10. Edit the batch by selecting **Process: Edit**. You will receive the following message:

DOCUMENT ERRORS DETECTED

You may ignore this message, as the error message on the document is to inform you that the document is ready for approval.

Step 11. Select **Process: Approve and Run** to run the batch. You should receive the message: ALL ELIGIBLE DOCS ACCEPTED in the status bar. When prompted, close the Batch header window.

Exercise 7: Processing a JV

Scenario:

After a payment request has been accepted, you were notified the payment was processed from the General Revenue fund by accident. Complete a Journal Voucher to transfer the expenditure to the correct fund and appropriation.

Complete the following exercise:

The first few steps to create a JV are identical to those you follow to create any document:

Step 1. From the **Go To** window, enter **JV** in the Code field. Double-click on the Journal Voucher line or select **Open**. The Batch/Document Entry window appears with the Journal Voucher automatically selected in the Document Type field.

Step 2. Enter agency **375** in the first section and ***a* unique 11-digit number** in the second section of the Document ID field.

Step 3. Select **OK**. The JV appears. The document ID is displayed in the title bar of the window. Write the complete document ID number here:

___________________________.

Step 4. Enter the following information:

Debit Total: ***$100.00***
Credit Total: ***$100.00***
Account Type: ***Expense/Expenditure***
Fund: ***0101***
Agency: ***375***
Organization: ***1375***
Appropriation Unit: ***2442***
Function: ***1025***
Description: ***Coded to the wrong fund***
Object: ***2172***

Credit: ***$50.00***
Cash Indicator: ***No***

Step 5. Select **Edit: Insert Line After** from the pull-down menus to insert a second line.

Notice that the line counter in the status bar at the bottom of the document window tells you that you are currently on line 2 of 2 *(Ln 2/2).*

Step 6. Enter the following information on the second line*:*

Account Type: ***Expense/Expenditure***
Fund: ***0552***
Agency: ***375***
*Organization****:*** ***1375***
Appropriation Unit: ***0793***
Function: ***1025***
Description: ***Correct fund***
Object: ***2172***
Debit: ***$50.00***
Cash Indicator: ***No***

Step 7. Select **Edit: Insert Line After** from the pull-down menus to insert a third line.

Notice that the line counter in the status bar at the bottom of the document window tells you that you are currently on line 3 of 3 *(Ln 3/3).*

Step 8. Enter the following information on the third line*:*

Account Type: ***Asset***
Fund: ***0101***
Agency: ***375***
Description: ***Coded to wrong fund***
BS Account: ***1111***
Debit: ***$50.00***
Cash Indicator: ***No***

Step 9. Select **Edit: Insert Line After** from the pull-down menus to insert a fourth line.

Notice that the line counter in the status bar at the bottom of the document window tells you that you are currently on line 4 of 4 *(Ln 4/4).*

Step 10. Enter the following information on the fourth line:

Account Type: ***Asset***
Fund: ***0552***
Agency: ***375***
Description: ***Correct fund***
BS Account: ***1111***
Credit: ***$50.00***
Cash Indicator: ***No***

Process the Document

IMPORTANT: YOU WILL NOT BE ABLE TO APPROVE AND RUN YOUR OWN DOCUMENTS IN THE PRODUCTION ENVIRONMENT. THIS CAPABILITY IS AVAILABLE IN THE TRAINING CLASSES ONLY. IN PRODUCTION, APPROVALS AND FINAL PROCESSING MUST BE DONE BY A PERSON OTHER THAN THE PERSON DOING THE DATA ENTRY.

Step 11. Edit the document by selecting **Process: Edit**

Correct any hard errors you may have received. After correcting your errors, edit the document again by selecting **Process: Edit**

If the document is error-free, you will receive the message "READY FOR APPORVAL 1."

Step 12. Approve the document by selecting **Process: Approve**

Step 13. Run the document by selecting **Process: Run**

Once you have run your document, it is processed. The system updates all the related tables and ledgers.

Review and Skill Check

Write True or False next to each statement below:

___ 1. To have a check mailed directly to the vendor by the State Treasurer’s Office, enter a code in the Check Category.

___ 2. The purchase order must be modified if the payment is $25 over the purchase order amount.

___ 3. The amount submitted on a purchase order is an encumbrance.

___ 4. The amount submitted on a payment voucher is an expenditure.

___ 5. To determine if a check or EFT has been processed against a payment voucher, view the OVIH table.

___ 6. A payment voucher will be created automatically by the system if the proper documents are processed and linking is off.

___ 7. If you do not have physical possession of a check, you must complete a stop payment before canceling the check.

8. What document do you use to pay for encumbered purchases?

____

9. What form do you use to request an immediate payment?

____

What document is used to pay expense account payments?

____

Payment Voucher Appendix

Glossary of Terms

Additional Inquiry Tables

Payment Voucher Reports

Glossary of Terms

Reference Tables	Reference Tables are used to validate entries in the system. They require a one time set up and are maintained by the Office of Administration (OA).
Documents	Documents are used to enter transactions in the system. Many data elements are validated against the reference tables when entered.
Inquiry Screens	Inquiry Screens are used to view data online to inquire about your transactions. They are automatically maintained by the system when documents are accepted and cannot be modified manually.
Offline Ledgers	Offline Ledgers are used to store data entered through documents. They are updated in the nightly cycle.
Nightly Cycle	Nightly Cycle uses reference tables, documents and inquiry tables to create special processed like reports and checks, Processing occurs when the system is run overnight. The nightly cycle may also create documents (PVA and PVV) and update tables.
Prior Document Referencing	Referencing links a transaction to a previous transaction. It permits the user to code a transaction without having to enter the line level accounting distribution or commodity code. The accounting distribution and commodity code information is “inferred” from the previous document.
Single Check Indicator	The Single check Indicator determines preference for a single-check payment for each invoice or payment request. This flag can be set statewide on the vendor table or it can be set on a voucher by voucher basis on the payment voucher.

Discount Type	Discount Type code is used on vendor invoice or payment voucher document indicating the amount of the discount that may be taken against the line amount of the document if a corresponding cash disbursement is made within a specified number of days.
Check Category	Check Category determines if a check is mailed directly to the vendor or sent to the agency for distribution. If the check category is blank, the system defaults to direct delivery to the vendor.
Electronic Funds Transfer	EFT is a transfer of funds electronically through bank notification by tape. Automated Clearing House (ACH) criteria is entered on the vendor table, but can be overridden on the payment voucher to produce a paper check.
Scheduled Payment Date	Scheduled Payment Date is assigned either by the agency on the payment voucher or by the system on the vendor or option tables. It note the date payment will be made.
Partial/Final Indicator	Partial/Final Indicator determines whether a payment is partial or final. Partial (P) value is optional because the system knows hat the payment is partial if the payment voucher line amount is less that the purchase order line amount. Final (F) value is optional if the total amount expensed equals the purchase order line amount. The purchase order closes automatically. Select Final (F) is the total amount expensed is less than the purchase order amount, the item did not cost as much as expected, but you want to force a close.
Tolerance Percent/ Amount	The percentage or amount used to calculate a maximum upper limit for purchase order closing amounts. A system wide tolerance of $50.00 or 0% is specified on the System Control Option table (SOPT) (SOP2).

ERS/PGA Payment	The Expenditure Registration System (ERS) provides agencies with a method to process payments that are authorized by statue, such as payments for Medicaid Services, WIC Food Programs, and Second Injury Fund. Program Grant Authority (PGA) gives agencies with statutory authority to issue grants the ability to process grant payments.
Pre-Encumbered Amount	The amount submitted on a requisition document. The pre-encumbrance will not reduce the appropriation and allotment balances.
Encumbered Amount	The amount submitted on a purchase order document. The encumbrance will reduce the appropriation and allotment balances.
Expended Amount	The amount submitted on a payment voucher, manual warrant, or expenditure journal voucher document. The expenditure will reduce the appropriation, allotment, and fund balances.
Committed Amount	The sum total of the pre-encumbrances, encumbrances, and expenditures.
Obligated Amount	The sum total of encumbrances and expenditures.
Linking	Linking allows users to link commodity lines to accounting lines. It is used to specify the accounting distribution used to pay for each commodity.
Three-Way Match	A payment matching feature that automatically generates payment vouchers, provided the system has accepted the correct combination of corresponding purchase order, receiver, and vendor invoice. Accounting-commodity linking must be "On" at the purchase order level to automatically generate payment vouchers.

Additional Inquiry Tables

Accounts Payable uses the following online inquiry tables:

Code	Table Name	Description
EAP2	Appropriation Inquiry	The EAP2 table contains information concerning units of appropriation, including status information, appropriation amounts, related allotment totals, and pre-encumbered and obligated amounts against each appropriation unit.
EEX2	Expense Budget Inquiry	The EEX2 table defines the intent of an appropriation by identifying the valid budget object classes for the appropriation unit. The expense budget control provides the mechanism to ensure that encumbrances and expenditures against an appropriation are within the intent of the appropriation.
DXRF	Document Cross Reference	The DXRF table provides information about all document associated with the document entered in the document ID field.
VXRF	Vendor Document Cross Reference	The VXRF table provides information about all documents associated with the vendor entered in the Vendor ID field.

OPCH	Open Check Header Inquiry	The OPCH table contains information about the disbursement s created in the Automated disbursement process..
OPCL	Open Check Line Inquiry	The OPCL table contains information pertaining to specific lines of a disbursement created in the Automated Disbursement process.
OVIH	Open Vendor Invoice Header Inquiry	The OVIH table displays descriptive information about each vendor invoice.
OVIL	Open Vendor Invoice Line Inquiry	The OVIL table displays information about individual vendor invoice lines associated with each vendor invoice.
PVIX	Vendor Payment Cross Reference Inquiry	The PVIX table displays information about payment voucher lines that have checks or manual warrants written against them.
VEND	Vendor Index	The VEND table displays values for vendors for whom the State will make purchases from and payment to and is sorted in vendor code order.
VFED	Vendor by Federal ID Inquiry	The VFED table is an alternative view of the VEND table. It is keyed by federal identification number rather than vendor code.
VTXT	Vendor Text	The VTXT table allows you to record information about vendors including mergers and contracts.

VNAM	Vendor Name Inquiry	The VNAM table displays a list of vendor names and number in alphabetical order sorted by names.
VZIP	Vendor Zip Code Inquiry	The VZIP table provides a list of vendor zip codes. It is an alternate view ot the VEN2 table.
WREC WRE2	Warrant Reconciliation	The WREC and WRE2 tables provides a list of checks and warrants that the system has issued.
TWAP	Accounts Payable Three-Way Match Index	The TWAP table shows by status the vendor invoices that have been processed that reference purchase orders.

Expenditure Reports

Accounts Payable includes the following reports:

Code	Reports	Description
EF04	Discounts Taken/Lost Report	Lists the discount amounts taken during the most recent fund transfer. Also lists discounts that could not be taken because the number of days condition was not met.
A655	Scheduled Payment Turnaround Report	Shows all outstanding payment vouchers that are not on hold whose scheduled payment date, fund, and bank account satisfy the requested parameters.
A656	Unscheduled Payment Turnaround Report	Shows all outstanding payment vouchers that are on hold and those whose scheduled payment date, fund, and bank account do not satisfy the requested parameters.
EF01	EFT Scheduled Payment Turnaround Report	Shows all outstanding payment vouchers that are not on hold whose scheduled payment date, fund, and bank account satisfy the requested parameters.
EF02	EFT Unscheduled Payment Turnaround Report	Shows all outstanding payment vouchers that are on hold and those whose scheduled payment date, fund, and bank account do not satisfy the requested parameters.

Code	Reports	Description
A657	Check Register	Shows voucher numbers of payment vouchers paid by the automated disbursement cycle, as well as Manual Warrants (MW).
EF03	Electronic Funds Transfer Register	Shows voucher numbers of payment vouchers paid by the automated disbursement cycle, as well as Manual Warrants (MW).
T055	Vendor Table Report by Vendor Code	Shows the contents of the Vendor Table, in numerical order by vendor code.
T055A	Vendor Table Report by Vendor Name, Vendor Code	Shows the contents of the Vendor Table, in alphabetical order by vendor name.
1099	1099 Vendor Control Report	Displays all income reported to the IRS by vendor and income type.
A941	Backup Withholding	Lists disbursements to vendors that were subject to backup withholding and provides the necessary information for quarterly 941 IRS payments.